



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF PERSONNEL SERVICES**

**M. J. AMIKE® FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NUMBER 36**

**EFFECTIVE DATE: May 8, 2000**

**SUBJECT: Flexible Maximum Hire Rate For Public Lands Field Inspector**

**AUTHORIZATION:**

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**Whitman J. Kling, Jr.**  
**Deputy Undersecretary**

**I. Policy:**

In accordance with authority granted by the Department of State Civil Service effective November 3, 1999, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for the Public Lands Field Inspector job.

**II. Purpose:**

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. Applicability:**

This policy shall be applicable to all sections of the DOA, both ancillary sections and appropriated sections.

**IV. Procedure:**

Beginning May 8, 2000, sections hiring employees in positions that are in the Public Lands Field Inspector job title must hire at the established Special Entrance Rate, which is attached. Personnel Action Requests (PAR) requesting an appointment in this job must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

Effective May 8, 2000, employees who occupy positions in job titles affected by this Special Entrance Rate will be increased in pay by a percentage as indicated in the attachment to this policy, not to exceed the Maximum of the pay grade.

**V. Questions:**

Any questions regarding this policy should be directed to the Office of Personnel Services.

## Addendum A

### DOA Personnel Policy Number 36, Flexible Maximum Hire Rate For Public Lands Field Inspector Job

Effective May 8, 2000, the Civil Service Commission approved a Flexible Maximum Hire Rate for Public Lands Field Inspector job.

The following chart reflects:

1. The GS level of the job affected,
2. The 7/1/97 minimum of the pay grade of the job affected,
3. The Flexible Maximum Hire Rate Authorized on May 8, 2000,
4. The percentage increase which will be implemented for employees in the affected job in the Division of Administration effective May 8, 2000, and
5. The actual hire rate that will be utilized by the Division of Administration when filling positions in this job from May 8, 2000 forward.

<u>GS</u>	<u>Minimum</u>	<u>Flexible Maximum Hire Rate Authorized</u>	<u>%</u>	<u>Hire Rate 5/8/00</u>
10	\$1,277	\$1,693	33%	\$1,693